



Job Opportunity

State Controller's Office

Position: Accountant Trainee (11 positions)

Statewide

Location: Division of Accounting and Reporting
3301 C Street, Suite 500, Sacramento, CA 95816

Issue Date: 01/18/06

Final Filing Date: Until Filled

Contact/Telephone:

Sylvia Brown, (916) 445-7684

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

Please attach proof of list eligibility to application.

California Relay Service: 1-800-735-2929

Position Number(s): 051-420-4179-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under close supervision of Section management, and as a learner, the incumbent will receive close direction in the State's accounting procedures, and will perform professional accounting work while receiving training. The incumbent will learn agency activities, departmental systems, and central fiscal control activities required to maintain the accounting records of the State Controller's Office (SCO) in order to maintain the state's central control accounting system, and establish and maintain accounts and records. The incumbent will learn to distribute state funds to local government agencies through either the state's Mandated Costs Program or as required by other statutes, and perform professional accounting work relative to the preparation of the SCO's financial reports and publications. The incumbent will receive training in utilizing the fiscal accounting rules and regulations contained in the State Administrative Manual, and the laws of the State of California as related to fiscal control and the division's activities. Duties include, but are not limited to, some or all of the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Review and analyze various state and local government financial statements or transactions submitted to the SCO to determine legal compliance and proper accounting transaction treatment;
- Review, reconcile, and verify the accuracy of all transactions, accounts, records, and financial statements;
- Perform system activity as necessary to meet the needs of all agency requests to establish and maintain funds, general ledger accounts, accounts receivable and payable records, appropriations, receipts, disbursements, and other financial records;
- Effectively communicate with various state or local government entities to resolve general accounting and reporting problems;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Provide guidance to state or local government entities regarding accounting and reporting processes and procedures in order to solve routine problems;
- When workload permits, provide assistance when required to other bureaus in the division to meet cyclical accounting needs.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Accounting and Reporting
3301 C Street, Suite 500, Room 501
Sacramento, CA 95816

Attn: Sylvia Brown

Remember to attach proof of eligibility to your application. Applications without proof may be rejected.